

DCPS Recycles! Equipment Catalogue

2017-2018

DGS provides the following items at no cost to DC Public Schools to support participation in the DCPS Recycles! Program. For additional information on equipment and supply set up and use, see the [DCPS Recycles! Waste Management Procedures Manual](https://dgs.dc.gov/node/1177141) (<https://dgs.dc.gov/node/1177141>).







To order these items, upload an order form to the folder linked below (you must log in with your DC.gov email address), or email to DGS.Recycles@dc.gov.



<https://drive.google.com/drive/folders/0B4QWoJclAtNdVJleXprbVJ3dVk?usp=sharing>

To receive equipment by **January, 2018**, you must submit a completed order form by **November 3, 2018**.

To request additional labels and liners on an ongoing basis, submit a work order in Salesforce.

Equipment (Fixed Assets intended for Long-Term Use)				
#	Illustration	Item	Quantity	Description
1.		Trash bin – 7 gallon desk-side bin; plastic; standard black	1 per room	Place in classrooms, offices, small bathrooms, and other rooms that produce little non-recyclable waste. <i>Label for trash only. Use black liner.</i>
2.		Recycling bin – 7 gallon desk-side bin; plastic; standard recycling blue with Universal Recycling Symbol	1 per room/desk	Place in classrooms, offices, and small conference rooms. <i>Label for paper recycling only. No liner.</i>
3.		Trash bin –23 gallon slim jim style bin; plastic; black	1 per room / common area	Place in large bathrooms, ECE, art room, library, lobby/entry, locker room, main office, conference room, welcome center, and other common areas. <i>Label for trash only. Use black liners.</i>
4.		Recycling bin –23 gallon slim jim style; plastic; standard recycling blue with Universal Recycling Symbol	1 per room/common area. <i>Always place next to a trash bin when in a hallway or common area.</i>	For paper , place: - 1 per Art room - 1 per copy/work room - 1-2 per lounge/kitchenette. <i>Label for paper only. No liner or clear liner.</i> For bottles/cans , place: - 1 per lounge/kitchenette - 1 per common area - Optional: 1 per hallway (next to trash) <i>Label for bottles/cans only. No liner or clear liner.</i>

#	Illustration	Item	Quantity	Description
5.		Lid – Recycling Slot Lid Fits 23 gal. slim jim-style bin; standard recycling blue plastic with slit.	1 per blue 23 gallon bin labeled for paper	See: “Recycling bin – 23 gallon”
6.		Lid – Bottles/Cans Recycling Holes Fits 23-gal. slim jim-style bin; blue plastic with holes sized for bottles/cans.	1 per blue 23-gallon bin labeled for bottles/cans	See: “Recycling bin – 23 gallon”
7.		Trash Bin – 32 gallon 32-gallon Brute-style bin Height 27.25”; plastic; gray or black.	At Least: 1 per floor + 2 per cafeteria + 1-2 in kitchen	Store in maintenance/recycling closet on each floor/wing for room-to-room collection of trash. Place at least 1 per cafeteria sorting station for collection of trash. Place 1-2 in kitchen for collection of trash. <i>Use black liner.</i>
8.		Recycling Bin – 32 gallon 32-gallon Brute-style bin; Height 27.25”; plastic; standard recycling blue with Universal Recycling Symbol. E.g.: Continental 3200-1 32 gallon Huskee	1 per floor + 2 per cafeteria + 1-2 in kitchen	Store in maintenance/recycling closet on each floor/wing for room-to-room collection of recyclables. Place 1 per cafeteria sorting station for collection of recyclables. Place 1-2 in kitchen for collection of recyclables. <i>Clear or no liner.</i>
9.		Dolly Twist on/off with 5 wheels to fit 32-gallon Brute-style bin	1 per 32-gal bin	Each 32-gal bin should have a dolly. <i>(Some schools prefer to use no dolly on cafeteria bins to prevent unauthorized relocation)</i>
10.		Bucket* 5 gallon white bucket with handle and volume measurements for liquids (metric preferred). <i>*Extra 5 gallon buckets are common maintenance supplies. Ask maintenance team for a bucket before ordering new.</i>	1-2 per cafeteria	Place in cafeteria as part of sorting station. <i>Label for Liquids Only.</i>

#	Illustration	Item	Quantity	Description
11.		<p align="center">Strainer</p> <p>600 Micron (.023550") Strainer for 5-gallon bucket; white; polyethylene</p>	2 per school	Place in 5-gal bucket for cafeteria sorting.
<i>Organics Schools Only</i>				
12.		<p>Compost Bin – 32 gallon</p> <p>32-gallon Brute-style bin; Height 27.25"; plastic; yellow</p>	<p>1 per cafeteria sorting station</p> <p align="center">+</p> <p>1-2 per kitchen</p>	<p><i>Do not bring yellow bins outside of cafeteria/kitchen area.</i></p> <p>Place 1 per cafeteria sorting station for collection of organics (compost).</p> <p>Place 1-2 in kitchen for collection of organics (compost).</p> <p><i>Green compostable liners only. (Provided by DGS. Contact DGS.Recycles@dc.gov to request more)</i></p>

Supplies (Items Used Up During the Year)

Illustration	Item	Quantity	Description
	Paper Only	1-2 per recycling bin (7 or 23 gallon) for paper and cardboard collection	Place labels visibly on side of container facing out.
	Bottles/Cans/Glass	1-2 per recycling bin (7 or 23 gallon) for mixed recycling collection	Place labels visibly on side of container facing out.
	Trash	1 per bin for trash	Place label visibly on side of container facing out.
 <p><i>Represents 1 label of set</i></p>	Labels - Cafeteria Sorting Set	1 set per DCPS Recycles! Waste Sorting Station (2 labels on each bin, 1 per liquid bucket)	Incl. 2 each of: Waste, recycle, compost, and liquid labels. Place on bins and liquid bucket.
 <p><i>Represents 1 poster from set</i></p>	Posters – Cafeteria Sorting Set	1 set per DCPS Recycles! Waste Sorting Station (1 poster for each stream: waste, recycle, compost, liquid, and trays)	Place on walls above sorting station or other location to inform.